

Town of Milton

115 Federal St
Milton, DE 19968



www.milton.delaware.gov

Phone: 302-684-4110

Fax: 302-684-8999

October 24, 2014

To: Mayor and Council

From: Kristy Rogers, Town Clerk

Re: October Monthly Report



Milton employees show support for Breast Cancer Awareness Month

Project Coordinator:

The Project Coordinator position was posted in July and during the advertisement period 18 applications were received. I reviewed each application for experience and qualifications of the position. Also, both the Town Engineer and Town Solicitor reviewed the applications, since both firms directly assist the Project Coordinator. I chose five applicants to be interviewed. Without sharing my interview applicant list, the Town Engineer selected their top two applicants; the Town Solicitor selected his top five applicants for interviews. Of the five applicants chosen for interviews, all of us had the same top two for interviews, of which one declined the interview at the time of scheduling. The remaining four applicants were interviewed by the Town Solicitor and me. At the conclusion of the interviews, the Town Solicitor and I independently ranked each applicant. The outcome was the same. I'd like to welcome Mr. John Collier to the Town

of Milton staff, as the new Project Coordinator. He will begin full time employment on October 27, 2014. As you know, John was a prior Councilmember; however, he resigned from his seat in order to avoid any potential conflict of interest stemming from his role as Councilmember and as applicant. John brings knowledge of Milton Charter and Code, working knowledge of Delaware standards and specifications of highway construction, experience with construction plans and subdivision infrastructure design, knowledge of boundary law, experience with reading and interpreting deeds and plats, extensive management experience, professional communication skills, among many other technical skills.

Committees:

At the regular scheduled meeting on October 14th, the Historic Preservation Commission approved eight vinyl replacement windows at 301 Federal Street.

Planning and Zoning Commission held their regular scheduled meeting on October 21st. At this meeting, Rich and Debbie Sulkovsky received their special permitted use approval (with a few conditions) to open a wine bar at 106 Union Street. Planning and Zoning also held two meetings related to the Comprehensive Plan on October 15th and 23rd.

Board of Adjustment will meet on October 28th, to discuss an application for a variance in Wagamons West Shore.

Municipal Clerks Training:

My last three weeks of Municipal Clerks training concluded with sessions pertaining to Public Safety and Animal Population Control, Transportation and ADA Challenges, USDA Rural Development, Geographic Information Systems (GIS) Technology, Municipal Legal issues and recent decisions, and Parliamentary Procedure.

FOIA Roadshow:

I have coordinated a FOIA (Freedom of Information Act) Roadshow through the Attorney General's office. The presentation will be held at the Milton Library, 121 Union Street, beginning at 6:30, on Monday, December 8th. All are welcome, so please share as we all know the importance of FOIA!

Bids:

Advertisements for bids on the Shipbuilders Water Tower foundation were scheduled beginning October 18th in the Cape Gazette, News Journal, and Delaware State News. Pennoni Associates also sent notice to contractors in Delaware, Maryland, and Pennsylvania. The pre-bid meeting is scheduled on October 30th; the bid opening will take place on November 13th.